

RECORDS RETENTION SCHEDULE WITH DESCRIPTIONS
INFORMATION TECHNOLOGY DEPARTMENT
RECORDS MANAGEMENT

RECORD
CONTROL

NUMBER RECORD TITLE/DESCRIPTION/AND RETENTION

01 (ACT) ACCOUNTING

010904 TREASURER'S REPORTS

This series contains county Treasurer's reports which lists what county paid out to each school, used when checking financial reports.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

011002 VALUATION AND TAX LEVY FORMS

This series contains DPI's account of taxable valuation, tax levies, bond issue, sales report, amount of tax levied, tax rate in mills, number of votes, type of levy.

RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.

011003 COAL APPORTIONMENT PAYMENT

This series contains total number of districts, total number of children, fines and penalties, and apportionment from county coal convergence and coal severance monies.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

011005 BUSINESS MANAGER'S FINANCIAL REPORTS

This series contains financial reports submitted to superintendent by school district annually.

RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.

10 (AS) AGENCY STATE

100305 FOUNDATION AND TRANSPORTATION REPORTS

This series contains reports on apportionment of funds, transportation, and final reports, reports from other counties, attendance reports, office mailings, disbursements, and budgets.

RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.

14 (AOC) ASSOCIATIONS

140111 SCHOOL OFFICERS LIST

This series contains notices of meetings, correspondence, minutes, receipts, rolls, form letters, workshop information, and suggested daily programs.

RETENTION: Retain for 10 years after the current fiscal year (ACFY), then transfer to the State Archives.

22 (C/M) COMMITTEES/MEETINGS

220202 REORGANIZATION COMMITTEE

This series contains letter of transmittal, findings of fact and approval of petition by committee, petitions, minutes of public hearings, information sheet, map, change in enumeration of children.

RETENTION: Retain in office permanently (PERM). Transfer to the State Archives when no longer needed.

220203 REORGANIZATION COMMITTEE MINUTES

This series contains annexation, tuition agreements, and reorganization of school districts.

RETENTION: Retain in office permanently (PERM).

30 (C/L/A) CONTRACTS/LEASES/AGREEMENTS

300108 TUITION AND TRANSPORTATION AGREEMENTS

This series contains tuition agreement with schools.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

300210 TEACHER CONTRACTS

This series contains annual contracts with school districts. Salary stated.

RETENTION: Retain for 6 years after the expiration of the contract (AE), then dispose by landfill.

50 (LG) LEGAL

500204 CERTIFICATION OF SCHOOL RECORD

This series contains copy of verification of birth to prove that person attended school in that county. Used usually for Social Security reasons.

RETENTION: Retain for 5 years after the current fiscal year (ACFY), then dispose by landfill.

60 (PER) PERSONNEL

600602 BUS DRIVERS TEST

This series contains written tests given annually.

RETENTION: Retain for 1 year after the current fiscal year (ACFY), then dispose by landfill unless an accident occurs. If an accident occurs, retain for 6 years after the case is closed (ACC), then dispose by landfill.

600603 PHYSICAL EXAMINATION

This series contains bus driver physical examination reports.

RETENTION: Retain for 2 years, then dispose by landfill.

600604 TEACHER EVALUATIONS

This series contains evaluations made by Superintendent of Schools for graded elementary schools and one room rural schools.

RETENTION: Retain for 6 years after the current fiscal year (ACFY), then dispose by landfill.

70 (PS) POLITICAL SUBDIVISIONS

700209 SCHOOL DISTRICT OFFICERS LIST

This series contains a record of school district members and officers.

RETENTION: Retain in office permanently (PERM).

700210 SCHOOL DISTRICT ELECTION RECORDS

This series contains ballots, school records, annual reports, poll books, tally lists.

RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.

72 (REF) REFERENCE MATERIAL

- 720301 **MAPS OF SCHOOL DISTRICTS**
This series contains former school district maps and plats of district changes.
- RETENTION: Retain for 10 years after the current fiscal year (ACFY), then transfer to the State Archives.
- 80 (SPS) PROGRAMS, PROJECTS, AND SERVICES**
- 800214 **YOUNG CITIZEN’S LEAGUE PROGRAM RECORDS**
This series contains manual, clippings, speeches, news releases, treasurer’s reports, school reports, executive board minutes, and program information.
- RETENTION: Retain for 5 years after the current fiscal year (ACFY), then dispose by landfill.
- 800373 **CERTIFICATES OF ELECTION**
This series contains records that certify election/selection and qualification of school officers of members of school board. Records name, address, date, and clerk’s signature.
- RETENTION: Retain for 10 years after the current fiscal year (ACFY), then transfer to the State Archives.
- 800802 **SPELLING BEE AND MATH COUNTS INFORMATION**
This series contains word lists, press releases, score sheets, booklets, sample tests, correspondence.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 800804 **HOME-BASED STATEMENT OF INTENT**
This series contains child’s name, age, grade, reason for needing home instruction, statement of parent to teach home-based instruction, and qualification of parent to teach home-based instruction.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 800805 **SPELLING BEE AND MATH COUNTS--WINNERS AND PARTICIPANTS**
This series contains lists of winners and participants.
- RETENTION: Retain for 70 years, then dispose by landfill.
- 90 (S/S/R) SURVEY/STUDY/REPORT**

- 900209 **FALL REPORTS/MIS01, MIS02**
This series contains MIS01 which is filed by school districts, showing number of plants operating, level of school, land, board members by name. MIS02 lists number of pupils by grade level, number of instructional staff, value of school plant property.
- RETENTION: Retain for 1 year after the current fiscal year (ACFY), then dispose by landfill.
- 900210 **PROFESSIONAL PERSONNEL RECORD/MIS03**
This series contains professional staff record. Classes taught, training, salary.
- RETENTION: Retain for 1 year after the current fiscal year (ACFY), then dispose by landfill.
- 900211 **NONCERTIFIED PERSON PER2**
This series contains PER2 for non-professional staff. Sent to the Department of Public Instruction by each school district. Lists staff, wage information, assignments.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 900223 **COUNTY SUPERINTENDENT REPORT**
This series contains school district information, school buildings, libraries, text books, black boards, trees, fences, water, enumeration, attendance, enrollment, school terms, grades, salaries and warrants.
- RETENTION: Retain for 20 years after the current fiscal year (ACFY), then transfer to the State Archives.
- 900224 **PUPIL MEMBERSHIP REPORTS**
This series contain enumeration and birthdates of pupils and certificates of pupil membership.
- RETENTION: Retain in office permanently (PERM). Transfer to State Archives when no longer needed.
- 900225 **ACCREDITATION REPORTS**
This series contains elementary school accreditation reports on attendance and curriculum.
- RETENTION: Retain for 6 years after the current fiscal year (ACFY), then dispose by landfill.

- 900403 **BUS INSPECTION REPORTS**
This series contains forms completed for inspection of school buses by Highway Patrol.
- RETENTION: Retain for 1 year after the current fiscal year (ACFY), then dispose by landfill.
- 900406 **CERTIFICATE OF COMPLIANCE**
This series contains certificate of compliance submitted to the Department of Public Instruction by each school. Verifies that teachers are certified.
- RETENTION: Retain for 1 year after the current fiscal year (ACFY), then dispose by landfill.
- 900407 **SCHOOL DISTRICT STATUS SHEET**
This series contains school district status sheet issued by the Department of Public Instruction, includes land reports, enrollment figures, financial information.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 900410 **CENSUS REPORTS**
This series contains biennial school census reports showing name, age, sex, color, and name of parent.
- RETENTION: Retain in office permanently (PERM). Transfer to the State Archives when no longer needed.
- 95 (TS) TRANSPORTATION SYSTEM**
- 950113 **SCHOOL DISTRICT TRANSPORTATION REPORTS**
This series contains names, miles for reimbursement from state.
- RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.
- 950114 **SCHOOL CALENDAR REPORT**
This series contains school name, calendar showing instructional days, including days scheduled as parent-teacher conference days, and date adopted by school board.
- RETENTION: Retain for current year (CY), then dispose by landfill.